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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Intelligence Training Division

SUBJECT: Weekly Report

DATE: 23 July 1953

Submitted herewith is the report for the week ending 23 July:

1. We have arranged to use the auditorium in Building [] for the first two weeks in August. Earlier this week the registrar had some fifty-three names for the August BIC (I).

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2. During the past week the following persons have been visiting lecturers in the current course: Dr. Allan Evans, Director of the Office of Intelligence Research, of the Department of State; Commander Richard Niles, Briefing Officer, Joint Staff; and Dr. Horace Craig, Psychological Strategy Board.

3. On Wednesday I examined with [] the outline and some of the draft text of Training Manual No. 2 on Collection. I was well impressed with the work to date. A manual of this sort would be very useful in our course work. I recommend its completion and the planning of additional such manuals.

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4. The Reading Improvement Branch currently has 132 trainees enrolled in seven training courses, one Screening Program, and two Retention Programs. The Air Force is having Renshaw digit slides reproduced, and has offered to divide the surplus slides between the State Department and our Reading Laboratory. [] states that this generous contribution is both a time and financial saving to the Agency.

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5. [] *text, mechanics reading* ORR Administrative Staff, has asked the Reading Improvement Laboratory to conduct a Screening Program for the ORR Reading Panel. Next week the ORR Requirements Officer will visit the Laboratory and provide guidance for the direction of the program.

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OTR/HMS:sad

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